ARRA EETT 21ST CENTURY CLASSROOM GRANT

Frequently Asked Questions

Additional questions posted on 1/19/2010

- *Are there any restrictions on what can constitute a 1:1 individual computing device?*

    - The only restriction identified in the guidance is that device needs to have access to the Internet.

- *Does the cover page count against the 30 page grant narrative limit?*

    - It will not count against the 30 page limit for the grant.

- Which private schools would an LEA need to contact when developing a grant application?
    - Any private school in the boundaries of the LEA would need to be consulted about participation in the grant.

Additional questions posted on 1/12/2010

Private Schools

- *If the private school is interested in participating, what is the allocation formula? Is it the same as Title I?*

    - The allocation formula would be the same as used in the Title I guidance. Students impacted at the private school should be considered relative to the students you are targeting at a selected school site. (i.e. similar grade level and subject area).

- *Is the private school given the option of participating in project or can they submit their own project.*

    - A private school cannot submit its own project. Their participation can only occur through an LEA.

- *If a private school is not interested in participating, then should a new "Affirmation of Consultation" form be completed for this grant? Currently the form does not include this competitive grant, so it would need to be manually added.*

    - Yes, you can add this grant to a new Affirmation of Consultation form to document that a private school has been consulted and declined to participate.

This form can be included at the end of the appendices as a part of the grant application.

- *Does funding provided to a private school have to be for the same types of items and services that are being purchased or provided as a part of the grant?*
    - o No, funds or services provided to a private school under the private school participation provisions should focus on addressing the needs of the private school. The LEA and private school must identify those needs and plan appropriate services and expenditures during the consultation process and all services must follow the grant expenditure guidelines.

- *How can I calculate the amount of funds to allocate a participating private school?*

   o An LEA may take the proportion of public school students being impacted by the 21st Century Classrooms grant versus the total LEA student population and apply that same ratio to the total population of students in the participating private schools to determine the appropriate number of private school students that can be impacted by the grant and subsequent amount of funding that could be allocated.

Example for an LEA with 2000 students, 200 of which will be directly impacted by the grant, with a grant funding request of $200,000 ($1,000 per impacted student)

Line A: LEA student population = 2000
Line B: # of LEA students directly impacted by 21st Century Classrooms Grant = 200
Line C: Percentage of LEA students impacted by the Grant = 10% (Line B / Line A)

Line D: Private School student population = 150
Line E: % of students impacted by 21st Century Classrooms Grant (from Line C) = 10%
Line F: # of students at private school to be impacted by the grant = 15 (Line D * Line E)

Line G: Ratio of private school students impacted to total public & private school students = 7%
 To calculate this ratio – (Line F / (Line F + Line B))
Line H: Funding for the participating private school = $14,000 ($200,000 grant funding * Line G)

For this scenario, $14,000 in funding could be made available to the private school if choose to participate.

Please also see these sections on participation of private schools in section L-1 of the Enhancing Education Through Technology (EETT) Guidance Document, found at http://www.azed.gov/Guidelines/EX-20.pdf and section G of the American Recovery and Reinvestment Act EETT guidance, found at http://www.ed.gov/programs/edtech/guidance-arra.doc.

   Budget

- *Can we use the cost of existing subscriptions of software or digital content or services towards the 20% additional funding?*

   o The cost of existing subscriptions can count towards the 20% additional funding in the same proportion that they are directly impacting students affected by the grant. For example, if the cost of a subscription is $2,000 and it is used by all students in the school (we'll assume there are 300 students in the school) and the grant is going to impact 60 students directly, then $400 of the cost of the subscription can be counted towards the 20% additional funding (this is the portion of the subscription that is directly impacting those 60 students).

- *Can all or part of the salary for technical support personnel that will be supporting the grant count towards the 20% additional funding?*

  o No, this would be considered in-kind funding rather than "20% additional funding". While existing personnel can be used to meet the additional technical support requirements, a portion of their salary cannot count towards the 20% additional funding requirement. If an additional FTE is created or expanded (i.e. moving some from .5 FTE to a 1.0 FTE), then the part of the salary that expands the FTE **could** be counted towards the 20% additional funding requirement.

- *Is it required that applicants include an amount for indirect costs? It is not clear on whether we MUST include an amount for indirect costs.*

  o Indirect costs must be accounted for up to amount required. Additional administrative or project oversight costs should be minimal.

- *What level of detail on the e-rate application history is required?*

  o Grant applications must include information that demonstrates sufficient infrastructure is in place to support the grant activities. Pertinent E-Rate information that demonstrates the LEA has and is maintaining sufficient infrastructure can be included. Grant applications should not include extensive E-Rate application history.

- *Can we include substitute costs to give teachers collaboration time or for professional development that is offered?*

  o Yes, costs for substitutes would be allowable expenditures and, if applied towards professional development or teacher collaboration opportunities, could be counted towards the 25% professional development requirement.

- *Is insurance to cover lost or broken technology an allowable cost?*

  o Costs related to insuring or covering damage to 1:1 devices can be an allowable cost. Potential applicants must also plan for and include within the grant evidence of policies related to lost, stolen, or broken technology and how an LEA will manage these issues.

Other Questions

- *Can a school do one letter and have all participating teachers sign it along with a principal letter or do we also need a separate letter from each participating teacher in all 4 of our participating schools?*

- o Each selected school site could submit one letter and have all participating teachers sign it. The letter should provide specific elements addressing required grant activities (i.e. Intel Teach course participation, administration of student tech literacy assessment, participation in teacher technology proficiency, etc) as well as how these teachers will be actively contributing to the success of the grant and any other items of support or commitment that they choose to include in their letter.

- *Do both LEAs in a partnership need to complete the cover page? Is there any other particular way we should illustrate the partnership?*

  - o Yes, both LEAs would need to complete the cover page. Including a partnership agreement document that identifies the major elements of the partnership or including a specific section in the grant about what each partner will be contributing is also recommended.

- *Are signatures required on the electronically submitted copy of the grant application?*

  - o It is not necessary to include signatures on the electronic documents, but please include them on your hard copy original.

- *Does ADE have a requirement as to the date by when Intel Teach Training must be completed by impacted teachers and administrators?*

  - o ADE does not have a specific deadline for participating in the Intel Teach training other than before the grant is completed (June 30th, 2011). ADE encourages all grant applicants to include the Intel Teach training early on in their implementation plans in order for teachers and administrators to benefit from the information in the Intel Teach courses and incorporate it into their classroom practices.

- *The Speak-Up URL provided says that the survey is closed, but ADE said the survey would be open through January 22nd. How do I take the survey?*

  - o Project Tomorrow, the organization responsible for the Speak-Up Survey created a unique URL for the survey to allow Arizona schools to access the survey during this extended survey period. The new URL is http://www.speakup4schools.org/speakup2009/extension/. All other instructions, including the secret word of su4az are the same. The RFP instructions have been updated to reflect this new URL.

- *Would the peer coach be a full time position, or something they did in addition to their normal teaching duties?*

    - A peer coach could be a classroom teacher who also functions as a peer coach or it could be a full time position.

- *What is the definition of "1-1 learning environment", e.g. can it mean each student has access to a technological device at a point in time, or does it mean that a device must be available to each student all the time?*

    - For the purposes of this grant opportunity, it means that a device must be available to each student in the class at any time.

- *Our district is eligible, however must the school selected be a Title l school or can we use the equipment be used in a school that has a poverty rate higher that 35% but is not a Title l school?*

    - It is not required that the school selected be a Title I school, however, selecting a Title I school may be a consideration if the LEA will be using Title I funding to meet the 20% additional funding requirement.

Questions posted as of 12/21/2009

Hardware, Infrastructure & Policies

- *Would this grant include wiring for specific classrooms?*

    - No grant funds can be spent on wiring for specific classrooms beyond what is required to deploy or extend required wireless networks.

- *What about funding for more advanced firewalls?*

    - No, this would not be an allowable expense for grant funds. For additional information on the restrictions around the use of 21st Century Classroom grant funds for infrastructure, please see the other FAQs related to network infrastructure improvements and the section on infrastructure on page 10 of the grant RFP instructions.

- *For a 1:1 initiative I would see getting laptops with a cart.*

    - Laptops purchased as individual computing devices for this grant can have a cart included with them for charging and storage. The individual computing devices and cart (if necessary) should not be shared among multiple classrooms or for

signup among multiple teachers. *ADE's intent is that they are available "just in time" during the instructional process.*

- *As a rural district we have limited broadband capacity available to us. Can these funds be used for any of the infrastructure?*

    o No, the focus of this grant is on the creation of 21st Century classrooms. We recognize the dependency that 21st Century classrooms generally have on high-speed broadband, but other stimulus funds were designated to address this area of need.

- *Are you saying that only high need students would use the individual computing devices? Or could they be available to all students in the classroom that includes the high need students?*

    o Individual computing devices can be provided to all students in selected classrooms. The ratio of impacted students of the highest need to the total number of students impacted by the grant will be a part of the grant review process. Applications will be rated more favorably for including a greater ratio of students of the highest need as a part of their application.

- *Do students need to have 24 hour access to the individual computing device?*

    o **No, 24 hour access to the device is not required**, unless the instructional strategies that are selected as a focus for the grant require it (such as selecting *extending the instructional day* as a strategy for use within the grant).

- *Can grant monies be used to develop infrastructure?*

    o In regards to infrastructure, grant funds can only be used to deploy or expand wireless networks for impacted classrooms. Grant funds may not be used for other infrastructure improvements.

- *Are devices that do not have webcams, but are internet capable, such as the iPod touch, allowable one-to-one (1:1) individual computing devices?*

    o Yes, devices that are internet-capable, but do not have webcams are allowable individual computing devices under the grant requirements, **as long as the classroom they are deployed in has at least one computer with a webcam.** The information in the grant RFP instructions about individual computing devices has been updated to reflect this clarification.

Tech Literacy

- *Are you providing the Proficiency Assessment and Integration Matrix?*

  - **No official decision has been made on what proficiency assessment will be used for grantees. The Arizona Department of Education (ADE) will select and provide the assessment following the grant review and approval process.** An example of what the Technology Integration Matrix **may** include can be found at http://fcit.usf.edu/matrix/. This web address will also be included in the resources page.

- *Does the grant application have to show that we already have the tech standards embedded into content areas, or can the grant include doing so?*

  - Applicants are **not** required to already have embedded the new educational technology standard into content areas. The21st Century grant can include activities to embed the educational technology standard into content areas, but should focus any such activities funded through this grant on the specific grade or subject areas that an LEA has selected as the achievement gaps to be addressed.

- *There are two tests within Learning.Com The tech lit assessment and the 21st century assessment. Are both acceptable?*

  - **No official decision on what student technology literacy assessment will be used for grantees. The Arizona Department of Education (ADE) will provide the assessment following the grant review and approval process. The ADE anticipates it will be similar to the 21st Century Skills assessment available from Learning.com.**

- *How many grades must be included in the Student Tech Literacy Assessment?*

  - All students impacted by the grant will need to participate in the student tech literacy assessment.

- *How many participants do we need to have for the Speak Up survey?*

    o At least 50% of the students you are going to target and the teachers and administrators. See the Technology Literacy section on page 7 of the grant RFP instructions for additional information.

- *How do we get our data back from the Speak Up survey?*

  - This data will come to you later in the spring and will not be available during the grant application period. It will be available sometime later in spring 2010. If you registered for the survey using the state password of su4az then the ADE and Project Tomorrow will provide additional instructions in the spring for LEAs to access their data. LEAs that used their own password will be able to access their data when it becomes available in the spring.

- *How do we get the secret word list for the Speak Up Survey?*

  - *You have until Jan 23rd to take the Speak Up Survey. The secret code is su4az.*

- *Since the 21st Century Skill Assessment has been targeted for 5th & 8th grade students, is there an assessment that would be acceptable for high school students?*

  - **No official decision on what student technology literacy assessment will be used for grantees. The Arizona Department of Education (ADE) will provide the assessment following the grant review and approval process. The ADE anticipates it will be similar to the 21st Century Skills assessment available from Learning.com.** In this case, the high school students would take the assessment selected and provided by ADE to ensure these students are meeting the No Child Left Behind (NCLB) Title II-D requirement that all students are technology literate.

- *Since the TLA only covers 5th and 8th, is there a cost to the schools to extend the TLA to other grades?*

  - The 10% set-aside for accountability and evaluation will only provide access to the technology literacy assessment for students impacted by the grant. An LEA may choose to extend the use of the assessment to students not impacted by the grant **at their own expense**.

- *Am I to understand that we should try to have any students who might participate in the EETT grant take the Speak Up survey?*

    - Yes, page 7 of the grant RFP instructions indicate that applicants should have at least 50% of impacted students take the Speak-Up survey. **The deadline to take the Speak-Up survey was extended to January 23rd.**

- *Will the fact that students, teachers, administrators take the Speak Up survey impact the strength of the grant application?*

    - Yes, as page 7 of the RFP indicates it is a required element that will be included in the review of grant applications.

Eligibility

- *Since the tech literacy assessments are generally at the 8th grade level, does this mean the grant is only for K-8 grades.*

    - *The grant is for K-12, including high schools and high school districts. If a grant proposal targets 9th grade students or above then the tech literacy assessments will still be administered to ensure those students meet or exceed the 8th grade technology literacy requirement.*

- *Is it better to apply as a school or a district?*

    - The funding can only go to an LEA. The LEA will need to indicate what school or schools will be impacted.

- *Does the list of schools on the grant have to be Title I only? Can a district mix Title I and non-Title I schools included?*

    - Schools selected do not have to be Title I specifically, but the classrooms chosen must target those students of highest need.

- *How many awards do you anticipate?*

  - The number of awards will depend on the amount awarded for each grant, but we anticipate awarding between 15-25 grants.

- *Where is the list of eligible schools/districts based on poverty?*

  - It can be found at: **http://www.azed.gov/technology/arra.asp**

- *Will schools with higher poverty populations be given additional points?*

  - Five (*5) points will be given if you have selected a school in improvement.* No **bonus points** will be awarded to a grant proposal based on the poverty level for the schools selection for inclusion in the grant. Grants that demonstrate and provide data indicating how they will focus grant expenditures and activities on the greatest number of students in poverty will be rated more favorably than those applications that focus on a comparatively fewer number of students in poverty.

- *What if our schools that are in school improvement are not our high poverty schools?*

  - In this case, if a school that is in improvement is selected to be impacted by the grant, the grant proposal will receive five (5) bonus points. If the students being impacted by the grant have a relatively low percentage in poverty, then the grant proposal would score less favorably than a proposal that focuses more on the students of the highest need.

- *How will you look at an LEA in improvement?*

  - If the grant proposal impacts a school within the LEA that is in improvement, the application would receive five (5) bonus points.

- *Do all schools in the district need to have a school improvement plan ASIP on file?*

  - The grant does not add any requirements for completing the ASIP for grant-impacted schools beyond existing local or state requirements.

Budget

Please also see the Appendix B: *Explanation of Budget Requirement* in the grant RFP instructions as an example of how a potential applicant could go about developing a budget that meets the grant requirements.

- *Can we use Title III or IDEA funding for our 20%?*

  - Yes, within the limits or restrictions from the specific funding guidance from those programs. The intent of the 20% requirement is to help districts to see how a variety of funding sources can support 21st Century classrooms.

- *We're having a hard time getting over the 20% not being able to be in-kind? In time of state budget cuts, it seems difficult to expect schools to find that kind of cash? Am I misunderstanding this?*

  - It is a very challenging budget time for state and local funding, however the 20% additional funding sources requirement still applies. The intent of the 20% funding requirement is to allow LEAs to look at all of their funding sources, including federal funding and ARRA stimulus money, to maximize their use together for the purchase of technology.

- *If this is awarded, we will begin purchases in March or April?*

  - The anticipation is that purchases can begin in March, but final timing is dependent on State Board of Education approval of the grant awards.

- *What about funding for more advanced firewalls?*

  - No, this would not be an allowable expense for grant funds. Please see the section on infrastructure on page 11 of the grant RFP instructions.

- *Would this grant include wiring for specific classrooms?*

  - No grant funds can be spent on wiring for specific classrooms beyond what is required to deploy or extend required wireless networks.

- *Can the cost of training a peer coach and providing stipends for peer coaches be included in the grant costs?*

  - Yes, these are allowable expenses.

- *What percentage of the grant must be used for PD?*

  - At least 25% is a Title II requirement. An LEA can use more if desired for PD.

- *Once awarded, how long do we have to use the funds? How long to implement in the classroom vs. professional development to pre-train the teachers.*

  - The funding is available to be obligated through June 30th, 2011. In this instance, obligate means to incur an expense for services or goods.

- *Are staffing needs that are directly related to implementation of the grant allowed?*

  - Yes.

- *Is there a cap on how much money a district can receive? We have 7500 students ... does that mean we're eligible for $7.5 million?*

  - There is a maximum award amount per grant of $500,000.

- *Can the 20% be accounted from our E-Rate Grant?*

    o No, E-Rate funds cannot be considered to help meet the 20% additional funds requirement.

- *How about a portion of the $100,000 coming from existing equipment in the LEA?*

    o Some existing equipment expenditures may be eligible for consideration in the 20% of additional funds, but certain conditions apply. See the additional funding source section on page 14 of the RFP instructions.

- *Capital overrides can be considered additional funding sources then?*

    o Yes, capital override funding can be considered as an additional funding source. The funding must be used for activities or equipment that are or will be in the selected 21st Century classrooms.

- *Where is there dollars for a project director? Or is there?*

    o Staffing is an allowable expense, as an LEA deems appropriate considering the amount of the grant funding and existing LEA resources that might be available to manage the project.

- *Can the other funding sources include in-kind donated services/materials from foundations or private sources?*

    o In-kind donated services, regardless of the funding source, are not eligible as a part of the 20% additional funds requirement. Hardware and software directly related to instructional activities that were donated during fiscal year 2010 are eligible for use as part of the 20% additional funds requirement.

- *We are in the process of spending Title IID ARRA and Title I ARRA. Can we stop this spending and expect that it would be carried over next year or could we start spending it on grant costs now, such as training peer trainers and have that count as our in kind?*

  - All expenditures must be directed towards grant-impacted students and classrooms. The use of current fiscal 2010 funding from formula ARRA Title IID or ARRA Title I funding towards the 20% additional funding requirement is encouraged. LEAs must follow proper grant amendment procedures in order to amend expenditures for ARRA Title IID or ARRA Title I grants.

- *So portions of the $100,000 can be existing equipment that would help achieve the goals of the project?*

  - **The following information supersedes the information about the 20% additional funds requirement provided in the webinar on December 11th. In-kind contributions or existing equipment are not considered eligible as part of the 20% of other funding sources required by the 21st Century Classrooms grant with one exception**. What is eligible are any additional local or federal sources of **from fiscal year 2010** that are used to purchase equipment for classrooms targeted in an LEA's grant proposal. Those can be indicated as a part of the 20%, however equipment purchased prior to fiscal year 2010 is not eligible to be considered as part of the 20% additional funds requirement.

- *Is it a maximum award per district or per school in the district?*

  - The maximum award amount is per grant proposal and an LEA can submit or be included in a partnership for exactly one (1) grant proposal.

Professional Development & Instructional Support

- *Can the cost of training a peer coach and providing stipends for peer coaches be included in the grant costs?*

  - Yes, these are allowable expenses.

- *What percentage of the grant must be used for PD?*

  - At least 25% is a Title II requirement. An LEA can use more if desired for PD.

- *I as well as several of my trainers are certified as Intel Teach Master Teachers. Can we administer this content to our participating teachers under the guidelines of this grant?*

  - If you are a certified Intel® Master Teacher (MT) then you can administer this content to your participating teachers. The ADE strongly recommends that grant-impacted teachers will participate in the Thinking with Technology. As appropriate considering the size of the LEA, ADE encourages the use of grant funds to develop an MT to teach the Thinking with Technology course.

- *The link for Puget Sound Peer Coaching does not work on ADE's site.*

  - The correct link to the program is *http://www.psctlt.org/tl/index.html*. This has been corrected on the RFP instructions resource list and will be updated on the links on ADE's website soon.

- *What if we already have a model in place? Even though the Puget Sound Peer Coaching is excellent, is that mandatory?*

  - Yes, even for local education agencies (LEAs) who already have coaching models in place, the use of the Puget Sound Peer Coaching program for grant impacted teachers is mandatory. More information about the peer coaching requirements can be found in the instructional support section on page 9 of the grant RFP instructions and at *http://www.psctlt.org/tl/index.html*.

- *Do teachers have to participate in the Intel® Teach to the Future program?*

  - Yes, all **grant-impacted** teachers must participate in one of the Intel® Teach professional development opportunities mentioned on page 8 of the Grant RFP instructions.

- *Will the Technology Integration Matrix be available while the grant writing process is occurring?*

  - An example of what the Technology Integration Matrix **may** include can be found at http://fcit.usf.edu/matrix/. This web address will also be included in the resources page.

- *Who will provide the Intel trainings?*

  - An LEA with certified Intel® Teach Master Trainers (MT) may provide the Intel Teach® training to grant-impacted teachers. If an LEA is awarded a grant and has no certified MTs within the LEA to provide the training, then the LEA must coordinate with ADE to have an MT trained or for an MT from another organization to come into the LEA and provide the training.

Other

- *If we were to choose an underperforming school and a performing school, would we get the points?*

  - If an LEA includes at least one (1) school that is underperforming, you would get 5 pts for that portion.

- *Can we also use the teacher, admin., librarian survey data we submitted for the Title II-D/ARRA grants?*

  - Technology integration or proficiency data collected, regardless of the reason or program, can be used as a part of a grant proposal.

- Who will be scoring these applications? All ADE staff? Who is our audience? Do you know specifically yet?

  - Qualified individuals from both within ADE and external to ADE will review the grant applications, however, no one from the ADE Ed Tech unit will score the grants.

- *Can monies be allocated from the grant for the internal evaluation that is above and beyond the 10% ADE will hold back for external?*

  - Nothing prohibits this expenditure from being included within a grant, however the cost should be minimal and it should be focused exclusively on those individuals directly impacted by the grant.

- *I am confused about the reference to the additional Tech Planning and Standard grant RFP in the Technology Literacy section on page 7 of the grant RFP instructions?*

  - This additional Tech Planning and Standard grant RFP is a separate, distinct grant opportunity with its own rules and guidelines and will be released sometime in January. It was referenced in the 21st Century Classrooms grant RFP so LEAs could coordinate efforts funded through this 21st Century Classrooms grant to embed the new educational technology standard with another grant opportunity that will focus more specifically on that purpose.

- *Will this presentation be posted on line at the completion of the webinar?*

    o The slides from the presentation will be available at
      http://www.azed.gov/technology/arra.asp. You can visit that webpage to
      download the slides.

- *Can you clarify the spacing requirements? It says double spaced on page 2 and 1 ½ on
  the presentation.*

    o 1 ½ inch spacing is required for this grant application. The application
      instructions have been updated and all references to double-spacing have been
      removed.